

Department of Juvenile Justice

# BADGE

Balanced Approach Data  
Gathering Environment

**Offense History Screen  
User Manual**

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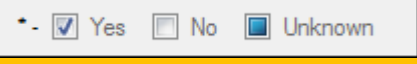


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## Key/Legend



The BADGE application and the manuals use various styles and icons. Below are the explanations.

**Individual users may not have read or write privileges for every module; therefore, you may not be able to add, edit, or delete certain information in BADGE.**

### BADGE Application

Style/Symbol	Meaning
 Calendar Screen Icon	In order to select a date, click the Calendar Screen Icon and select the date.
 Printer Icon	In order to print a report or document, click the Printer Icon in the <u>Report Viewer</u> screen.
 Questions with an asterik (*) next to it follow the legend above.	If the question's response is "Yes", check the associated checkbox. If the question's response is "No", the associated checkbox needs to be empty. If the question's response is "Unknown", the associated check needs to be <i>blue</i> .
 Save Icon	In order to export and save a document, (i) click the Save Icon, and a drop-down menu will appear, (ii) select the format for the document, (iii) select the location of where you would like to save the document, and (iv) click the <b>Save</b> button.
 Scroll Bar	A scroll bar allows the user the move the window viewing area up, down, left, or right. The scroll bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.

### BADGE Manuals

Style/Symbol	Meaning
<b>Bolded</b>	Name of a function, key, button, or option.
<a href="#"><u>Hyperlink</u></a>	Press the Ctrl key and click the hyperlink in order to be transferred to another document or a specific topic within the same document for more information.
<i>Italicized</i>	Name of a tab.
 Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
 Reference Bullet	Refer to another page or resource for additional information.
<u><i>Underlined and Italicized</i></u>	Name of a screen.

## Offense History Screen

The Offense History screen can be accessed from the Juvenile Information screen by clicking the **View Details** button, from the Caseload Details screen by clicking the **Offenses** button, from the Intake History screen by clicking the **View Offense History Details** button, or from the DC Admission History screen by clicking the **Offense History** button. This screen lists all of the juvenile's offenses and related information.

This screenshot shows the 'Juvenile Information' screen. The 'Juvenile's Offense History' section contains a table with columns: Offense Date, Offense Description, Guilty, and a checkbox for 'Incident Reporting'. A blue arrow points to the 'View Details' button located at the bottom right of the table.

OR

This screenshot shows the 'Caseload Details' screen. The 'Offenses' button is located in the bottom right corner of the screen. A blue arrow points to this button.

OR

This screenshot shows the 'Intake History' screen. The 'View Offense History Details' button is located in the bottom right corner of the screen. A blue arrow points to this button.

OR

This screenshot shows the 'DC Admission History' screen. The 'Offense History' button is located in the top right corner of the screen. A blue arrow points to this button.

If you access the Offense History screen from the Caseload Details screen, you will have access to the **Associated** column. If you access the Offense History screen from the Juvenile Information or DC Admission History screen, the **Associated** column will not appear.

This screenshot shows the 'Offense History' screen accessed from the 'Caseload Details' screen. The 'Associated' column is visible in the table. A blue box highlights the 'Associated' column header.

OR

This screenshot shows the 'Offense History' screen accessed from the 'Juvenile Information' or 'DC Admission History' screen. The 'Associated' column is visible in the table. A blue box highlights the 'Associated' column header.

1. Add New Adjudication and Disposition Information

- a. (i) Select an offense, and the row will be highlighted in **blue**, and (ii) select the **Adjudication** from the drop-down menu. Depending on the type of adjudication selected, you may have to select the **Date Adjudicated**, **Deferred Date**, and/or **Deferral Expir. Date** from the calendar screens.

The screenshot shows the 'Offense History' window. It has a table at the top with columns: Associated, Initiated, Off Date, Offense, Adj, Guilty, Amend Chg, Crim, Pto. Below the table are various input fields: Initiate Date, Statute, Modifier, Initiate Disposition, Judge Ordered, Supreme Ct, Locality, CSU, Comments, Adjudication (dropdown), Date Adjudicated, Deferred Date, Deferral Expir Date, and Amended Charge. A blue arrow points to the 'Adjudication' dropdown menu.

- b. If the selected charge is amended by the court, (i) click the **Search** button next to the **Amended Charge** field and the **VCC Search** screen will appear.

The screenshot shows the 'VCC Code Search' window. It has input fields for Statute, VCC, Heading, Sub-Heading, and Description. There is a checkbox labeled 'Use wild card for search' which is checked. Below these fields is a 'Search' button and a 'Search Result' section which is currently empty. At the bottom are 'OK' and 'Cancel' buttons.

- i. You can search for the amended charge by **Statute**, **VCC**, **Heading**, **Sub-Heading**, or **Description**. The **Use wild card for search** checkbox will be selected automatically. If you do not want to use the wildcard function, uncheck this checkbox. (ii) Click the **Search** button, and a list of VCC and Offense Descriptions will be generated which meet the search criteria, (iii) select the **VCC**, (iv) click the **OK** button, and you will return to the **Offense History** screen.

The image shows two side-by-side screenshots of the 'VCC Code Search' window. The left screenshot shows the search criteria fields and the 'Search' button. A blue arrow points from the 'Search' button to the right screenshot. The right screenshot shows the same window, but the 'Search Result' section now contains a table with two columns: 'VCC Code' and 'Offense Description'. The first row is highlighted in blue. A blue arrow points from the 'OK' button in the right screenshot to the 'Offense History' screen.

- c. You will be required to select the **Date Adjudicated** from the calendar screen in order to add any adjudication aside from the **DS - Deferred/Withheld Finding**, **FG - Found Guilty by Circuit Court**, **G - Guilty (Not Innocent)**, or **GA - Guilty in Absentia** adjudications.

- d. If the selected **Adjudication** is **DS - Deferred/Withheld Finding**, **FG - Found Guilty by Circuit Court**, **G - Guilty (Not Innocent)**, or **GA - Guilty in Absentia**, the disposition drop-down menu will be accessible. Depending on the type of adjudication selected, you may also have to select the **Date Adjudicated**, **Deferred Date**, and/or **Deferral Expir. Date** from the calendar screens.
- i. **DS - Deferred/Withheld Finding** Adjudication
    1. (i) Select **DS - Deferred/Withheld Finding** as the **Adjudication** from the drop-down menu. The **Date Adjudicated** field will not be accessible. Select the (ii) **Deferred Date** and (iii) **Deferral Expir. Date** (if known) from the calendar screens, and (iv) **102 – DEFER DISPOSITION ON CONDITION OF GOOD BEHAVIOR** or **104 – DEFER FINDING AND DISPOSITION W/PROBATION SUPERVISION** from the disposition drop-down menu. Double click the (v) **Deferred Date** and (vi) **Deferral Expiration Date** fields and (vii) select the dates from the calendar screens. The **Disposition Date** will not be accessible. (viii) Click the **Save** button and (ix) click the **Close** button to return to the previous screen.
- Refer to [page 5](#) for instructions on how to edit offenses with **DS - Deferred/Withheld Finding** adjudication.

2. In order to add multiple dispositions, repeat the steps above.
- ii. **FG - Found Guilty by Circuit Court** Adjudication
  1. Select (i) **FG - Found Guilty by Circuit Court** as the **Adjudication** from the drop-down menu and (ii) the **Date Adjudicated** from the calendar screen. The **Deferred Date** and **Deferral Expir. Date** fields will not be accessible. (iii) Select the disposition from the drop-down menu. The **Deferred Date** and **Deferral Expiration Date** fields will not be accessible. (iv) Double click the **Disposition Date** field, (v) select the date from the calendar screen, (vi) Click the **Save** button, and (vii) click the **Close** button to return to the previous screen.

2. In order to add multiple dispositions, repeat the steps above.

If you select **G - Guilty (Not Innocent)**, do NOT input any deferral dates.

If you open the Offense History screen and attempt to exit the Caseload Details screen, an error will appear.

If you select **GA - Guilty in Absentia**, do NOT input any deferral dates.

If you open the Offense History screen and attempt to exit the Caseload Details screen, an error will appear.

### iii. **G - Guilty (Not Innocent)** Adjudication

1. Select (i) **G - Guilty (Not Innocent)** as the **Adjudication** from the drop-down menu and (ii) the **Date Adjudicated** from the calendar screen. The **Deferred Date** and **Deferral Expir. Date** fields will not be accessible. (iii) Select the disposition from the drop-down menu. The **Deferred Date** and **Deferral Expiration Date** fields will not be accessible. (iv) Double click the **Disposition Date** field, (v) select the date from the calendar screen, (vi) Click the **Save** button, and (vii) click the **Close** button to return to the previous screen.

The screenshot shows the 'Offense History' window. The 'Adjudication' dropdown is set to 'G - GUILTY (NOT INNOCENT)'. The 'Date Adjudicated' field is highlighted with a blue box and a blue arrow. The 'Disposition' dropdown is also highlighted with a blue box and a blue arrow. The 'Disposition Date' field is highlighted with a blue box and a blue arrow. The 'Save' and 'Close' buttons are highlighted with blue arrows at the bottom of the screen.

2. In order to add multiple dispositions, repeat the steps above.

### iv. **GA - Guilty in Absentia** Adjudication

1. Select (i) **GA - Guilty in Absentia** as the **Adjudication** from the drop-down menu and (ii) the **Date Adjudicated** from the calendar screen. The **Deferred Date** and **Deferral Expir. Date** fields will not be accessible. (iii) Select the disposition from the drop-down menu. The **Deferred Date** and **Deferral Expiration Date** fields will not be accessible. (iv) Double click the **Disposition Date** field, (v) select the date from the calendar screen, (vi) Click the **Save** button, and (vii) click the **Close** button to return to the previous screen.

The screenshot shows the 'Offense History' window. The 'Adjudication' dropdown is set to 'GA - GUILTY IN ABSENTIA'. The 'Date Adjudicated' field is highlighted with a blue box and a blue arrow. The 'Disposition' dropdown is also highlighted with a blue box and a blue arrow. The 'Disposition Date' field is highlighted with a blue box and a blue arrow. The 'Save' and 'Close' buttons are highlighted with blue arrows at the bottom of the screen.

2. In order to add multiple dispositions, repeat the steps above.

## 2. Edit Existing Adjudication and Disposition Information

- In order to edit an existing **Adjudication** that is NOT **DS - Deferred/Withheld Finding**, (i) select the offense(s), and the row will be highlighted in **blue**, (ii) edit the information, (iii) click the **Save** button, (iv) click the **Close** button, and you will return to the previous screen.

The screenshot shows the 'Intake Offense History' window. It contains a table with columns: Associated, IntakeID, Off Date, Offense, Adj, Guilty, Amend Chg, and Cmt. The first row is highlighted in blue. Below the table is a form with fields for Intake Date, Status, Modifier, Intake Disposition, Judge Ordered, Supreme Ct, Locality, CSU, Comments, Adjudication, Date, Deferral Date, Deferral Expir. Date, and Amend Change. At the bottom are buttons for Save, Close, and Report. A blue arrow points to the 'Save' button.

When changing **DS - Deferred/Withheld Finding** to an adjudication other than Guilty (**FG, G, or GA**), leave the existing disposition and deferral date information.

- In order to edit an existing **DS - Deferred/Withheld Finding** adjudication to **FG - Found Guilty by Circuit Court, G - Guilty (Not Innocent)**, or **GA - Guilty in Absentia** adjudications, (i) select the offense, and the row will be highlighted in **blue**, (ii) edit the **Adjudication**, and do NOT edit the existing **Deferred Date**, **Deferral Expir. Date**, or existing disposition information, (iii) click the **Save** button, (iv) click the **Close** button, and you will return to the previous screen.
- In order to edit an existing **DS - Deferred/Withheld Finding** adjudication to **NG – Not Guilty**, (i) select the offense, and the row will be highlighted in **blue**, (ii) select **NG – Not Guilty** as the adjudication from the drop-down menu, (iii) click the **Save** button, (iv) click the **Close** button, and you will return to the *Status* tab in the *Caseload Details* screen, and (v) click the **Save** button.

## 3. Close Button

- Click the **Close** button and you will return to the previous screen.

This screenshot is identical to the one above, showing the 'Intake Offense History' window. A blue arrow points to the 'Close' button at the bottom right of the form.

## 4. Help Button

- Click the **Help** button and the *Help* screen will appear. The *Help* screen lists instructions on how to associate a case status to an offense and an offense to a disposition(s).



5. **Report** Button

- a. Click the **Report** button and the report screen will appear. The **Offense History Report** document lists all of the offenses, adjudications, and dispositions associated with the juvenile.

Offense History

Associated	Intake#	Off Date	Offense	Ad	Guilty	Amended Orig	Case

Intake Date: \_\_\_\_\_ Statute: \_\_\_\_\_ Modifier: \_\_\_\_\_ Intake Disposition: \_\_\_\_\_ Judge Ordered Detention: \_\_\_\_\_  
 Supreme Ct Docket #: \_\_\_\_\_ Locality: \_\_\_\_\_ CSU Comments: \_\_\_\_\_  
 Adjudication: \_\_\_\_\_ Date Adjudicated: \_\_\_\_\_ Deferred Date: \_\_\_\_\_ Deferral Expr. Date: \_\_\_\_\_  
 Amended Charge: \_\_\_\_\_ Search: \_\_\_\_\_  
 Double click to select disposition in drop down: \_\_\_\_\_ Deferred Date: \_\_\_\_\_ Deferral Expiration Date: \_\_\_\_\_ Disposition Date: \_\_\_\_\_  
 Save Close **Report**

Virginia Department of Juvenile Justice  
Offense History Report

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ JTS#: \_\_\_\_\_  
 Charge: \_\_\_\_\_  
 Offense Date: \_\_\_\_\_ Statute: \_\_\_\_\_ Penalty Modifier: \_\_\_\_\_  
 Intake Case #: \_\_\_\_\_ Supreme Court Docket #: \_\_\_\_\_ Intake Date: \_\_\_\_\_  
 Intake FIP #: \_\_\_\_\_  
 Intake Disposition: \_\_\_\_\_  
 CSU Comments: \_\_\_\_\_  
 Amended Charge: \_\_\_\_\_  
 Date Amended: \_\_\_\_\_ Amended Statute: \_\_\_\_\_ Amended Penalty Modifier: \_\_\_\_\_  
 Adjudication: \_\_\_\_\_  
 Adjudication Date: \_\_\_\_\_ Adjudication Deferred Date: \_\_\_\_\_  
 Disposition Description(s): \_\_\_\_\_ Disposition Date: \_\_\_\_\_ Deferred Date: \_\_\_\_\_ Deferral Expiration Date: \_\_\_\_\_  
 Charge: \_\_\_\_\_  
 Offense Date: \_\_\_\_\_ Statute: \_\_\_\_\_ Penalty Modifier: \_\_\_\_\_  
 Intake Case #: \_\_\_\_\_ Supreme Court Docket #: \_\_\_\_\_ Intake Date: \_\_\_\_\_  
 Intake FIP #: \_\_\_\_\_

**Document Revisions**

Revision Date	Revised Item	Revision Details